

Action Memorandum Check Sheet for Site: Odessa Biodiesel

Coordination with or obtained:	Y, N, NA	Contact Info or Comment
Site ID and account codes obtained	Y	Gail Akiyama
EPA ID obtained	Y	Lynne Kershner
NRC notification	NA	
Remedial/Site Assessment/Brownfields coordination	NA	
State coordination	Y	Jerry French, WDOE, Haz Waste Specialist
ORC coordination	Y	Kris Leefers, reviewed and comments were incorporated in AM
PRP search initiated	Y	Scott Wilder
ATSDR coordination	NA	
DOI/Natural Resources Trustees notification	NA	
Tribal: GtoG notification, cultural and natural resources issues considered, Tribal Office and ECL Tribal liaison coordination	Y	Yakima Tribe was notified of the removal action
Federal agencies coordination (e.g. Dept of Agriculture for Forest Service lands)	NA	
SHPO coordination	NA	
ESA: Dept of Interior issues considered	NA	
ESA: Dept of Commerce/NMFS issues considered	NA	
(b) (6)		
Community engagement/press coordination	Y	Mark McIntyre was notified
Green Removal tasks coordination	Y	
Action Memo Coordinator review (i.e. indicate Earl Liverman has reviewed)	Y	Earl reviewed and his comments were incorporated in the AM
Post Removal Site Control coordination	NA	
Operations/Hanford Office coordination	NA	

This check sheet is required for all Action Memos and is to be used as a guide for OSCs and RPMs to ensure proper communication and coordination with various stakeholders. Formal concurrence is not required but all items should be considered prior to routing an Action Memo for signature. A completed check sheet should be included in the action memo signature folder.

file name: Action Memo check off sheet for Odessa Biodiesel.docx

version: November 7, 2013

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AR documents assembled	Y	
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Original to: Records Center (Admin Record)
Copies to: Lynne Kershner (SEMS reporting)

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